



THE ATLANTA FEDERAL EXECUTIVE BOARD

Richard B. Russell Federal Building
75 Spring Street SW – Suite 1142
Atlanta, Georgia 30303
404-331-4400 Telephone
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DATE: February 2, 2007

TO: All Members, Atlanta Federal Executive Board

FROM: Chairperson, Atlanta Federal Executive Board
Chairperson, 2007 Atlanta Federal Executive Board Awards Program

SUBJECT: 34th Annual Federal Employee of the Year Awards Brunch, May 10, 2007

Happy New Year! The 34th Annual Atlanta Federal Executive Board (FEB) Awards Brunch honoring Federal employees is scheduled for May 10, 2007, at the Georgia Aquarium in Atlanta, Georgia.

SAVE THE DATE!

The Department of Housing and Urban Development (HUD) is the Host Agency for this year's program. The Program Director is Doris Needham. In order to plan a successful event, it is important that you distribute the enclosed information to the appropriate persons in your agency as soon as possible.

A description of the 17 award categories and the nomination package is attached. Nomination narratives are again limited to four (4) pages. Each nomination must have an original and six (6) copies. A picture of the nominee must also accompany the nomination although the picture will not be part of the package seen by the screening panel or by the Blue Ribbon Panel. We will acknowledge all nominees at the awards brunch, with a special tribute given to the award finalists in each category. As in past years, the costs of the trophies for the top three finalists in each category will be the responsibility of the nominating agency. Your agency will pay the vendor directly if your employee is a finalist or top award recipient.

Agencies are requested to provide contact names and to estimate the number of tickets they will need on the attached form. More details on tickets sales, methods of deposit, and advertising will be provided in a separate memo. **TICKETS MUST BE PURCHASED IN ADVANCE AND WILL NOT BE SOLD AT THE DOOR ON THE DAY OF THE EVENT.** Negotiations are still underway on the price of the brunch tickets.

Please review all of the information in this package carefully and be mindful of the following dates:

Information Requested

Designate Agency Awards Coordinator
 Designate Agency Ticket Coordinator
 FEB Award Nominations Due (+ 6 copies)

Due Date

February 12, 2007
February 12, 2007
February 28, 2007

Please note that tickets to the aquarium will be available for the afternoon following the award ceremony/brunch for a reduced rate of \$18.00 per person. The tickets to the aquarium must be:

- **Purchased by May 3rd and**
- **In conjunction with the person attending the award ceremony. When the awards ceremony is completed, persons with these special aquarium tickets will enter the aquarium through a private entrance.**

Send your responses to:

Doris Needham
 Department of Housing and Urban Development
 40 Marietta Street, 2nd Floor
 Atlanta, Georgia 30303
 Phone: (404) 331-2300
 FAX: (404) 730-2392
 Email: Doris_L_Needham@hud.gov

I encourage you to take advantage of this excellent opportunity to recognize outstanding job performance, special accomplishments, and volunteerism of your employees. Last year we received almost 500 nominations. We expect to receive more this year. The awards ceremony is a special day for our Federal family. Please plan to attend and to recognize your employees. HUD's Host Committee looks forward to working with you and your staff.

Sincerely,



Bob Young
 Chairperson , 2007 Awards Program
 Atlanta Federal Executive Board



Donald E. Arnette
 Chairperson
 Atlanta Federal Executive Board